



COUNTY OF LOS ANGELES
CHIEF INFORMATION OFFICE

500 WEST TEMPLE STREET
493 HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012

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April 1, 1999

To: All Department Heads

From: Jon W. Fullinwider
Chief Information Officer

Joanne Sturges
Executive Officer

PROCEDURE FOR CHIEF INFORMATION OFFICE REVIEW OF BOARD LETTERS

The procedure for submitting letters to the Board of Supervisors with the approval of the Chief Information Officer is attached. This procedure will provide you an opportunity to plan your date of submittal to the Executive Office of the Board with consideration given to the time required for the Chief Information Officer to review, analyze, and approve your request.

The Board of Supervisors will not accept or approve any request relating to computer and/or telecommunications-based technologies that does not have the signature of the Chief Information Officer on the Board letter. The Executive Office will return any letters that do not adhere to this procedure.

JWF:JS:ygd

Attachment

Chief Information Officer Board Letter Approval Procedure

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March 1, 1999

PURPOSE:

To implement the Board of Supervisors' Policy (June 2, 1997) that all Board letters dealing with computer and/or telecommunications-based technologies be reviewed and recommendation made by the Office of the CIO prior to Board approval.

PROCEDURE:

The following procedure will be adhered to in implementing the above referenced policy:

1. All Board letters must be submitted to the CIO for review prior to filing with the Executive Office of the Board of Supervisors. In reviewing the Board letter, the CIO will develop an independent analysis and recommendation document. This document must be submitted to the Executive Office in concert with the department's Board letter. The scope of the CIO independent analysis/recommendation to the Board will fall into three categories.
 - a. Recommend Approval
 - b. Recommend Approval With Modifications
 - c. Not Recommended for Approval

It is important that the department allow sufficient time for the CIO to review and develop the supporting analysis document. In this context, it is suggested that at a minimum that you allow two weeks for CIO review prior to your planned filing date. If you believe your Board letter is complex or deals with a large procurement, etc., you may want to allow for more time. To mitigate the impact of the CIO review, you are encouraged to begin working with the CIO early in the project life cycle.

2. The department Board letter filed with the Executive Office will include a CIO recommendation line following the department's recommendation in the subject area of the Board letter, and a signature block for the CIO next to the Departments Head's signature in the following format:

Reviewed By: Jon W. Fullinwider
Chief Information Officer
(See Attached Analysis)

The CIO will sign the Board letter and attach the CIO's analysis document. Thus, the information given to the Executive Office by the submitting department will contain the department Board letter with CIO signature and the CIO independent analysis/recommendation document. This action will allow any recommendations made by the CIO to become part of the Board letter for approval eliminating the requirement for any separate Board action.

Note: The Executive Office will not accept Board letters dealing with computer and/or telecommunications-based solutions not adhering to this procedure.

(Date of letter)

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**SUBJECT DESCRIPTION OF LETTER
(SUPERVISORIAL DISTRICT(S) AFFECTED) (VOTES REQUIRED
FOR APPROVAL)**

**CIO RECOMMENDATION: APPROVE () APPROVE WITH MODIFICATION ()
DISAPPROVE ()**

IT IS RECOMMENDED THAT YOUR BOARD:

- OR -

JOINT RECOMMENDATION WITH *Director of Department* THAT YOUR BOARD:

1. All letters must begin with the recommended action(s).
The recommendations should be complete, including money amounts, and effective dates.
2. The recommendations should contain the information that is currently included in agenda entries.
3. The recommendation can be formatted as one paragraph, including all the information, or if it would be more easily understood, the recommendation can be broken down into a number of recommendations such as this example.

**NOTE: AFTER READING THIS PORTION OF THE LETTER, THE
READER SHOULD FULLY UNDERSTAND WHAT THE
DEPARTMENT IS ASKING FROM THE BOARD.**

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FISCAL IMPACT

This portion of the letter should explain the cost of the recommended action, any savings or any additional revenue, and should answer the following questions, where applicable:

- What would be the cost consequence of implementing (or not implementing) the recommended actions?
- What will be the direct/indirect cost to the County, including change order requests or allowance, if applicable; or what savings will be achieved or costs will be avoided?
- What is the nature of the impact, i.e., new revenues, over realized revenues, anticipated savings? Is the allocation approved in the current budget?

Any information that will assist the Board in determining the full fiscal impact of the recommendations should be included.

FINANCING

This portion of the letter should identify the funding source if funds are needed to finance any associated costs, and whether or not the recommended action affects budgeted revenue or expenditures. It should identify the effect on the current year budget, and identify any anticipated problems, e.g., increase/no increases in net County cost.

If several transactions are involved, a description of each should be provided.

If the request involves a Budget Adjustment, a detailed narrative description of the transaction should be included.

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For capital projects and refurbishments, the project schedule and cost summary should be referenced here as Attachment "____" (Departments should work with their CAO capital project's analyst if they have any questions regarding the format of these type of attachments).

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

If there is a contract, this portion of the letter should describe who the contract is with and the term of the contract, and include facts regarding the significant provisions and conditions of the contract. If there is more than one type of contract, each should be described separately, within this portion of the letter. If requesting approval of an amendment to an existing contract provide the agreement number of the original contract and the date it was approved by the Board.

If requesting approval of a form agreement with several agencies, attach a listing of the agencies.

This section should also include statements as required by the Board, CHIEF ADMINISTRATIVE OFFICER, County Counsel, etc., such as "contractor agrees to offer employment to County employees on reemployment lists," or "contract funding increases/decreases may be imposed by the County as deemed necessary."

Contracts should include language which caps Cost of Living Adjustments (COLAs) at the lesser of 1) the average salary movement granted to County employees, or 2) the Consumer Price Index (CPI) for Urban Areas. Further, the contract language should specifically stipulate that, in the event fiscal circumstances ultimately prevent the Board from approving any increase in employee salaries, the relevant contractor would also experience no COLA.

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If an ordinance is recommended for adoption, the provisions of the ordinance should be listed here, including areas of the County affected, effective dates or expiration dates.

If legislation is recommended, this section should describe the provisions to be imposed, including who will be affected and any effective or expiration dates.

This portion of the letter can also be used for any necessary information that does not fall into the standard format categories. Before including any information in this portion of the letter, be sure it is vital information that the Board needs in order to make a decision.

If prior approval by County Counsel, the Chief Administrative Officer, Chief Information Officer or any other department is required, a statement should be made indicating that the approval was obtained.

Specifically, all Board letters related to the design, acquisition, expansion, or purchase of automated systems must include a statement indicating that the Chief Information Officer has reviewed and concurs with the recommendation. (Board Order No. 104 of June 3, 1997)

Any ministerial **legal** requirements (e.g., legal advertising or notices) should also be identified in this portion of the letter.

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CONTRACTING PROCESS

This portion applies only to Board letters that recommend approval of a contract. **If there is no contract, this portion should not be included in the letter.**

The following information must be provided when requesting approval of a contract:

1. How, and from whom, proposals were solicited, and what kind of response was received. If the contract is recommended for award to other than the low bidder, sufficient justification and supporting facts should be included. In using the competitive bid approach to securing goods or services from the private sector (e.g., Request for Proposals, Invitation for Bids), the contract should normally be awarded to the low-bidder, unless there are very clear and compelling reasons to recommend otherwise. In these instances, it is imperative that the Board letter clearly and completely detail and substantiate such justification in seeking Board approval of the contract. Simply indicating that the proposed contractor is more "qualified" or "responsive" does not provide the Board with the relevant information they need to make an informed decision in these matters; specific and supportable rationale must be set forth.
2. The Proposition A contract cost form and the Community Business Enterprise forms should continue to be attached to the contract and referenced here. (See subsection on Attachments.) (Board Order No. 14 of 4-9-92)
3. On all automation-related contracts for design, acquisition, expansion, or purchase, a statement must be included in the Board letter indicating that the Chief Information Officer has reviewed and approved the Contract.

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4. Include language on contract awards over \$25,000 indicating that the bid/contract opportunity has been listed on the County Office of Small Business Web Site as part of the procurement process, and if the bid/contract was not listed, provide justification that the posting was not appropriate or necessary. (Board Order No. 12 of 2-3-98)
5. Include the following language in all contracts and substantive amendments:

The County or its agent will evaluate Contractor's performance under this agreement on not less than an annual basis. Such evaluation will include assessing Contractor's compliance with all contract terms and performance standards. Contractor deficiencies which County determines are severe or continuing and that may place performance of the agreement in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, County may terminate this agreement or impose other penalties as specified in this agreement. (Departments may include other specific requirements) (Board Order No. 44 of 1-13-98)

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

This portion of the letter should describe what service, programs and/or projects will be initiated or augmented by this transaction, and any pertinent background information. If funds are being redirected, include those areas which will be reduced or eliminated in order to implement this transaction. A statement should also be made in this portion regarding any other departments that will be affected by the recommended action, and their concurrence with the recommendations. Was the public notified of the proposed change and what was the reaction? When will the recommended action be implemented or operative? What will be the effect of time delays or cost overruns if anticipated, and what actions will be taken? How will the public/County benefit?

NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT

This portion applies only to Board letters that recommend an action that includes environmental requirements. It should include any pertinent related information, such as legal requirements, findings, etc. (See subsection on Attachments.) **If there are no such requirements, this portion should not be included in the letter.**

CONCLUSION

NOTE: This portion of the letter is optional, and should only be included if the department has a final statement that must be made, and the statement would not fit anywhere else in this letter. This portion should not repeat any information that is already contained in the letter.

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If specific persons or departments are to be notified, or specific things should be accomplished after the Board has taken action, instructions should be plainly set forth here and not included in the recommendations. For example:

1. To whom adopt stamped copies of the letter are to be returned or forwarded.
(Note: Only one adopt stamped letter will be returned to a Department.)
2. Whether attachments are to be returned or forwarded; if so how many, and if the original or duplicate will serve your purpose.
3. How many certified copies of the minute order or resolution are required.

Respectfully submitted,

Reviewed by:

(Department Head's name)

Director

Jon W. Fullinwider

Chief Information Officer

(See Attached Analysis)

Attachments (number of attachments)

c: Chief Administrative Officer

County Counsel

NOTE: The original of each Board letter should be hand signed by the Department Head.

CIO ANALYSIS

CIO RECOMMENDATION: ☐ APPROVE ☐ APPROVE WITH MODIFICATION
☐ DISAPPROVE

Contract Type:

☐ New Contract ☐ Contract Amendment ☐ Contract Extension
☐ Sole Source Contract ☐ Hardware Acquisition ☐ Other

New/Revised Contract Term: Base Term: _____ Yrs # of Option Yrs _____

Contract Components:

☐ Software ☐ Hardware ☐ Telecommunications
☐ Professional Services

Project Executive Sponsor: _____

Budget Information :

Y-T-D Contract Expenditures	\$
Requested Contract Amount	\$
Aggregate Contract Amount	\$

Project Background:

Yes	No	Question
<input type="checkbox"/>	<input type="checkbox"/>	Is this project legislatively mandated?
<input type="checkbox"/>	<input type="checkbox"/>	Is this project subvented? If yes, what percentage is offset?
<input type="checkbox"/>	<input type="checkbox"/>	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved.

Strategic Alignment:

Yes	No	Question
<input type="checkbox"/>	<input type="checkbox"/>	Is this project in alignment with the County of Los Angeles Strategic Plan?
<input type="checkbox"/>	<input type="checkbox"/>	Is this project consistent with the currently approved Department Business Automation Plan?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project's technology solution comply with County of Los Angeles IT Directions document?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project technology solution comply with preferred County of Los Angeles IT standards?
<input type="checkbox"/>	<input type="checkbox"/>	This contract and/or project and its milestone deliverables must be entered into the Information Technology Tracking System (ITTS).

Project/Contract Description:

Background:

Project Justification/Benefits:

Project Metrics:

Impact On Service Delivery Or Department Operations, If Proposal Is Not Approved:

Alternatives Considered:

Project Risks:

Risk Mitigation Measures:

Financial Analysis:

CIO Concerns:

CIO Recommendations:

CIO APPROVAL

Date Received: _____

Prepared by: _____

Date: _____

Approved: _____

Date: _____